

SERVICE BILLING INFORMATION/INSTRUCTIONS

The Daily Billing Form, Non-daily Billing Form, and PRTF or Misc. Billing Form workbooks are designed to allow users to complete and submit invoices to the Juvenile Justice Authority using their PC. The billing forms are available at www.jja.ks.gov/provider_services.html . After downloading the form, providers are encouraged to complete the Provider and Vendor information and save the workbook. A Provider ID will be issued to each provider by JJA. The Provider information should accurately reflect the placement approved by JJA for youth receiving services. The Vendor information should reflect the payee to whom payments will be issued. This may be a “parent” corporation or county treasurer.

The billing workbooks are protected to ensure the integrity of the form. Also, some of the fields validate data which restricts data to a list, dates, or field length. Other fields contain functions or formulas to perform calculations. The Rate field is completed with the allowable rate based on the service type selected. The # field under Billable Units is calculated from the Service Start Date, Service End Date, and Last Day fields. The Total fields calculate based on the # of billable units and the rate, then sum at the bottom for the Billing Total. The JJA Case Manager and Admin County fields are optional and do not need to be completed for the billing to be processed.

The SSN, Last Name, First, MI, and DOB fields are validated to the Community Agency Supervision Information Management System (CASIMS) when the billing workbook is uploaded to JJA’s invoice processing system (POS). For this reason, it is very important that these fields MATCH the information in CASIMS. If these fields do not match, the invoice record for the youth will be invalid in the POS system and require manual entry by a JJA staff member. This slows down the processing of invoices.

To save the file with the billing data, select File, Save As. In the File name field, enter the filename based on the following guidelines:

100312 StFranElls 1

where **10** = the year, **03** = the month and **12** = the day of the invoice submission

StFranElls = an abbreviated provider name, i.e. Saint Francis Community and Residential Services, Inc. Ellsworth Residential

1 = the invoice number for the March 12, 2008 date.

In the Save as type field, select Excel 97-2003 Workbook.

Billing(s) can be submitted to JJA as an e-mail attachment. The e-mail address is providerinvoices@jja.ks.gov . In the subject line, please enter the file name.

When the e-mail is received by JJA, a reply will be sent to confirm receipt. A JJA staff member will review and upload the billing to the POS system. Invoices will then be validated to CASIMS and processed for payment. If there are questions or problems with the invoice passing validation, the case manager and provider will be contacted by e-mail. Any unresolved issues

after **1 business day** will result in the invoice being rejected. Rejected invoices may be re-billed on another billing workbook.

When invoices are approved for payment processing, a voucher for the payment will be submitted for creation of the check or electronic deposit (ACH). An e-mail will be sent to the e-mail address(es) included on the billing workbook with a remittance pdf attached. This file provides the invoice details of the payment and any rejected invoice information. Please note, if the **payment** is being sent to a “parent” corporation or county treasurer and they need to know what the payment is for when it arrives, please include their e-mail address in the billing workbook also.

As part of the statewide accounting system, a Vendor Self-Service Website has been developed which allows vendors to inquire on automated clearing house (ACH) and check payments to determine which vouchers have been paid. The website allows access to payment information after authentication to the website. There are two authentication paths - one for ACH payments and one for check payments. The website is: <https://www.da.ks.gov/ar/vpss/> . This website and the e-mailed remittance provide the information which was previously sent by mail.